



OVW

Grants to Reduce Violent Crimes Against Women On Campus

Fiscal Year 2005 Solicitation

LETTER OF INTENT DEADLINE:
February 24, 2005

GMS REGISTRATION DEADLINE:
March 10, 2005

APPLICATION DEADLINE:
March 24, 2005

**U.S. Department of Justice
Office on Violence Against Women**
810 7th Street, NW
Washington, DC 20531

John Ashcroft
Attorney General
U.S. Department of Justice

Diane Stuart
Director
Office on Violence Against Women

Department of Justice Response Center
1-800-421-6770

TTY
202-307-2277

Office on Violence Against Women
www.ojp.usdoj.gov/vawo

Grants to Reduce Violent Crimes Against
Women on Campus Program Application
www.ojp.usdoj.gov/fundopps.htm

About the Office on Violence Against Women

The Office on Violence Against Women (OVW) is a component of the U.S. Department of Justice. Created in 1995, OVW implements the Violence Against Women Act (VAWA) and subsequent legislation and provides national leadership against domestic violence, sexual assault, and stalking. Since its inception, the Office has launched a multifaceted approach to responding to these crimes. By forging state, local and tribal partnerships among police, prosecutors, the judiciary, victim advocates, health care providers, faith leaders, and others, OVW grants help provide victims with the protection and services they need to pursue safe and healthy lives and enable communities to hold offenders accountable.

About the Grants to Reduce Violent Crimes Against Women on Campus Program

Violence against women -- including dating violence, domestic violence, sexual assault, and stalking -- is a serious problem on campuses, as it is across the nation. On campuses, however, unique issues arise. To address these particular circumstances, Congress created the Grants to Reduce Violent Crimes Against Women on Campus Program (hereinafter referred to as the Campus Program). The Campus Program implements certain provisions of the Higher Education Amendments of 1998, as reauthorized by Congress in the Violence Against Women Act of 2000 (VAWA 2000).

The primary purpose of the Campus Program is to develop and strengthen victim services in cases involving violent crimes against women on campuses. The Campus Program also aims to strengthen security and investigative strategies to prevent and prosecute violent crimes against women on campuses.

Unlike their counterparts in the larger community, students victimized by other students often face additional challenges in a “closed” campus environment. For example, a victim of dating violence, domestic violence, or sexual assault may continue to live in danger if the perpetrator resides in the same dormitory or attends the same classes. On smaller campuses, a victim may wish to remain anonymous but may find this to be virtually impossible in such an insular environment. Similarly, stalking victims may find it difficult to escape their tormentors because the stalker may have a seemingly “legitimate” reason for remaining in contact with or in proximity to the victim (e.g., studying in the library). The fear and anguish suffered by rape victims may continue if they attend the same classes or live in the same dormitory as their rapists. In other cases, a victim may be harassed by classmates or by a perpetrator’s friends who claim that the victim “asked for it” or “provoked” the crime. Even changing class schedules or living arrangements may not eliminate the threat of encountering the perpetrator on campus.

Survivors of dating violence, domestic violence, sexual assault, and stalking from diverse communities frequently confront additional challenges when seeking assistance.

Victims with disabilities may struggle with obstacles, such as shelters that cannot physically accommodate them. International students, or the spouses or partners of international students, may face linguistic or cultural barriers to obtaining services.

Likewise, victims from racial, ethnic, or religious minority groups may fear discrimination when they attempt to obtain services.

Historically, many institutions of higher education have handled dating violence, domestic violence, sexual assault, and stalking through closed administrative procedures or mediation, rather than by assisting victims in initiating criminal proceedings through local law enforcement agencies. The administrative/mediation approach sends an incorrect message to victims, perpetrators, and the entire campus community that violence against women is not criminal behavior.

Many campuses are beginning to address violent crimes against women by developing campus-based coordinated responses that include campus victim services, campus law enforcement, health providers, housing officials, administrators, student leaders, faith-based organizations, student organizations, and disciplinary boards. To be effective, these responses must be linked to local criminal justice agencies and service providers, including local law enforcement agencies, prosecutors' offices, the courts, and nonprofit, nongovernmental victim advocacy and victim services agencies. This coordinated community response is intended to enhance victim safety and assistance as well as hold offenders accountable.

Availability of Funds

The ability of OVW to make awards under the Grants to Reduce Violent Crimes Against Women on Campus Program in Fiscal Year 2005 is contingent upon Congressional appropriation of funds for that purpose.

Award Period

The award period for these grants will be 24 months. Budgets must reflect 24 months of project activity.

Award Amounts

Applicants should carefully consider the resources needed to successfully implement the project proposed and present a realistic budget that accurately reflects project costs.

While there is no specific amount for which eligible organizations may apply, it is likely that awards will be limited to **\$200,000 for new individual projects, or \$400,000 for new consortia** projects (see Types of Applicants for a description of consortia projects).

Applicants seeking continuation or supplemental funding should not submit budget requests that exceed prior award amounts. In addition, please note that it is likely that continuation or supplemental awards will be limited to no more than \$300,000 for individual projects or \$400,000 for consortia projects. Grants may be made for greater or lesser amounts than requested. In addition, OVW may negotiate the scope of work and the budget with applicants prior to granting an award. Current grantees should note that continuation or supplemental funding is not guaranteed.

All applications will be subject to peer review and internal review by OVW staff and will be scored according to the criteria set forth in this solicitation. Applications with the highest scores will be eligible to be considered to receive funds for this grant program.

Letter of Intent

All applicants who intend to apply for FY 2005 funding under this program are encouraged to **submit a non-binding letter of intent**, (please see Appendix F), to OVW by **February 24, 2005**. You may fax the letter to OVW at (202) 305-2589. OVW will use these letters to forecast the number of peer review panels needed to review competitive applications.

Application Due Date

Please note that final applications are due **by 5:30 pm (EST) March 24, 2005, and will be accepted only through the U.S. Department of Justice's Office of Justice Programs (OJP) Online Grant Management System (GMS)**. Applicants should register online with GMS **by March 10, 2005**. It may take up to one week for you to receive confirmation that you are eligible to apply. In addition, an original hard copy must be sent to Aspen Systems Corporation via overnight delivery not later than **March 24, 2005**. We strongly recommend that you use a trackable shipping method which will allow you to confirm the delivery of your application. Applicants should retain proof of timely submission.

Please refer to the "How to Apply" section on page 22 of this solicitation for further instructions.

Program Eligibility

This program is authorized by 20 U.S.C. §1152 (a). Eligible grantees for this program are institutions of higher education as defined under the Higher Education Amendments of 1998. A consortium of higher education institutions also may apply for these grants provided that **each individual consortium member** is also eligible to apply.

Types of Applicants

In FY 2005, OVW will accept applications for the Campus Program from:

- **Current grantees** are eligible for supplemental or continuation funding to support on-going activities or to enhance those activities for an extended period of time. **Applicants issued awards in FY 2004 are not eligible to apply.**
- **New applicants** are any entities that are not currently receiving funds through the Campus Program.
- **Consortia projects** are projects that involve the coordination and collaboration of two or more institutions of higher education. A consortium application must describe fully the relationship among the various entities represented in the application. In a consortium, one institution must be designated to receive and administer grant funds and to manage and coordinate all grant activities.

Program Scope

The scope of the Campus Program is defined by the following “statutory purpose areas” and “minimum requirements.” Applicants should address these purpose areas and requirements in the Program Narrative section of the application.

Proposed projects must implement activities consistent with the statutory program purpose areas. Proposed projects **must** address at least one purpose area, but do not need to address multiple purpose or priority areas in order to receive support.

Statutory Purpose Areas

Grant funds must be used for one or more of the following statutory purposes:

1. Provide personnel, training, technical assistance, data collection, and other equipment with respect to the increased apprehension, investigation, and adjudication of persons committing violent crimes against women on campus.
2. Train campus administrators, campus security personnel, and personnel serving on campus disciplinary or judicial boards to more effectively identify and respond to violent crimes against women on campus, including the crimes of dating violence, domestic violence, sexual assault, and stalking.
3. Implement and operate education programs for the prevention of violent crimes against women.
4. Develop, enlarge, or strengthen support services programs, including medical or psychological counseling, for victims of sexual offense crimes.
5. Create, disseminate, or otherwise provide assistance and information about victims' options on and off campus to bring disciplinary or other legal action, including assistance to victims in immigration matters.
6. Develop and implement more effective campus policies, protocols, orders, and services specifically devoted to prevent, identify, and respond to violent crimes against women on campus, including the crimes of dating violence, domestic violence, sexual assault, and stalking.
7. Develop, install, or expand data collection and communication systems, including computerized systems, linking campus security to local law enforcement for the purpose of identifying and tracking arrests, protection orders, violations of protection orders, prosecutions, and convictions with respect to violent crimes against women on campus, including the crimes of dating violence, domestic violence, sexual assault, and stalking.
8. Develop, enlarge, or strengthen victim services programs for the campus and improve delivery of victim services on campus.

9. Provide capital improvements (including improved lighting and communications facilities, but not including the construction of buildings) on campuses to address violent crimes against women on campus, including the crimes of dating violence, domestic violence, sexual assault, and stalking.
10. Support improved coordination among campus administrators, campus security personnel, and local law enforcement to reduce violent crimes against women on campus.

These strategies should be part of an overall coordinated campus and community response to violence against women on campuses. For example, if an application proposes to make capital improvements, such as installing improved lighting, this must be an element of a larger effort to address the problem comprehensively. Applications must demonstrate how victim services are being or will be provided. Education efforts that raise awareness about violence against women on campus must direct victims to appropriate services.

Additionally, higher education institutions are encouraged to adopt and publicize policies that encourage students to report domestic violence, dating violence, and sexual assaults even though alcohol, drugs and other illegal activities may be involved. The Campus Program will not fund projects that focus primarily on alcohol and substance abuse.

Minimum Requirements

All applicants for the Campus Program must:

1. Create a coordinated community response to violence against women on campus. The multidisciplinary response should involve the entire campus as well as the larger community in which the campus is located.

For example, the following campus-based entities should be involved:

- students, especially victims;
- campus-based victim services providers and violence prevention programs;
- campus law enforcement or department of public safety;
- faculty and staff;
- administrators, including the institution's president and student affairs administrator;
- women's centers;
- Women's studies and other relevant academic departments;
- student groups, including those representing diverse or underserved student populations;
- the athletic department;
- sororities and fraternities;
- student health care providers and campus health centers and hospitals;
- campus counseling centers;
- faith-based and community organizations;

- campus clergy;
- campus housing authorities, and residence hall assistants;
- library administrators;
- campus disciplinary boards and judicial boards; and,
- representatives from student government.

Coordinated campus and community response teams should meet on a regular basis to review protocols, policies and procedures of member organizations and to provide cross-training on the missions and roles of individual agencies. In addition, coordinated response teams should develop formal policies and protocols for responding to violent crimes against women when they occur.

Note: At minimum, campuses applying for support must develop partnerships with at least one local nonprofit, nongovernmental victim services organization **and** one or more of the following criminal justice or civil legal agencies: law enforcement, prosecution, civil legal assistance providers, systems-based victim services units, or judiciary and court personnel. For more detail on this requirement, please see the section on External Memorandum of Understanding.

2. Establish a mandatory prevention and education program about violence against women for all incoming students, working in collaboration with campus and community-based victim advocacy organizations. The program should include information about dating violence, domestic violence, sexual assault, and stalking.
3. Train campus police to respond effectively in dating violence, domestic violence, sexual assault, and stalking cases. Training programs should be developed in collaboration with campus or community-based victim advocacy programs and should include information about relevant state and federal laws and arrest protocols; information on enforcement of orders of protection; and instruction on making primary aggressor determinations.
4. Establish or strengthen programs to train members of campus disciplinary boards to respond effectively to charges of violence against women. All members of campus disciplinary boards, including faculty, staff, students, and administrators should receive expert training about violence against women.

Activities that May Compromise Victim Safety

Ensuring victim safety is the guiding principle underlying this Program. Experience has shown that certain practices compromise victim safety rather than enhance it. Certain responses by authorities may have the effect of minimizing or trivializing the offender's criminal behavior. Accordingly, consistent with the goals of ensuring victim safety and holding perpetrators accountable for their criminal conduct, applicants are prohibited from proposing projects that include any activities that may compromise victim safety such as the following:

- Offering perpetrators the option of entering pre-trial diversion programs.

- Mediation or counseling for couples as a systemic response to domestic violence.
- Batterer intervention programs that do not use the coercive power of the criminal justice system to hold batterers accountable for their behavior.
- Procedures that would force victims of domestic violence to testify against their abusers or impose other sanctions on them.
- Prevention programs that focus primarily on victim behavior because they reinforce the myth that victims somehow provoke or cause the violence they experience.
- Programs that focus primarily on alcohol and substance abuse.
- Inflicting restrictive conditions to be met by victims in order to receive services. Seeking protection orders or seeking counseling needs to be a choice made by the victim and not a condition(s) for services imposed upon them.

Review Process

All applications will be subject to internal review by OVW staff and peer review and will be scored according to the criteria set forth in this solicitation. **If the application fails to meet the criteria listed below for the initial internal review, the application will not receive further consideration. If applications that are partially beyond the scope of the program are sent to peer review, only those sections of the application that are within scope will be reviewed.** Criteria for the initial internal review follow:

- Whether the application is complete;
- Whether the proposed activities are within the scope of the program (see page 6);
- Whether all statutory eligibility criteria are met (see page 5);
- Whether the minimum requirements for the program are met (see page 7);
- Whether the certification requirements for the program are met (see pages 17 and 18);
- Whether the application proposes significant activities that may compromise victim safety (see page 9);
- Whether the proposed budget is within the established limits (see page 14).

In addition, applications for continuation funding will be reviewed for prior compliance with Program and Office requirements and the status of current grant-funded activities. (See page 11 and 12 for further details on criteria for this review.)

OVW will establish panels of experts and practitioners to review applications. Each panel will review the information provided in the application against the selection criteria for the program. Following peer review, a second internal review will consider the geographic distribution of the applications for a national and statewide perspective, the ratio of population to services, the existence of underserved communities, and the type of projects already funded within an applicant's state or community. The total points possible for an application are 100 (65 points for Narrative, 15 points for Budget, and 20 points for the EMOU and IMOU). Applications with the highest composite scores will be considered for funding.

Application Content

Applicants must complete each of the following sections as part of their proposals.

Applicants will not be contacted for missing sections or incomplete information.

OVW may remove the application from consideration prior to peer review if the application is incomplete. For each section listed below, please note the corresponding maximum point value that may be assigned during the review process. The proposal should follow the order below for easy reading. Please be sure to number each page of the application. Please note that incomplete applications may not be considered for funding. Peer reviewers will not receive materials submitted beyond those required by this solicitation.

Applicants must use the following page format requirements:

- ☐ Double spaced
- ☐ 8 ½ x 11 inch paper
- ☐ One inch margins
- ☐ Type no smaller than 12 point, Times New Roman font
- ☐ No more than one page each for Summary Data Sheet and Abstract
- ☐ No more than 5 pages for Status of the Project (if applicable)
- ☐ No more than 20 pages for the Project Narrative

Peer reviewers will not review applications exceeding the page limits, or their equivalent.

DUNS Number

A Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number must be included in every application for a new award or renewal of an award. **The DUNS number will be entered into GMS by the applicant. An application will not be considered complete until a valid DUNS number is provided by the applicant.** Individual persons who receive a grant or cooperative agreement from the Federal government are exempt from this requirement.

Applicants can receive a DUNS number at no cost by calling the dedicated toll-free DUNS Number request line at 1-800-333-0505.

If you have any questions about the DUNS number requirement, please contact the Office of the Comptroller's Customer Service Center at 1-800-458-0786.

Application for Federal Assistance (SF-424)

The SF-424 will be filled out online through GMS. The Catalog of Federal Domestic Assistance number for this program is **16.525** (block 10). The cognizant Federal audit agency and fiscal year of the applicant organization should be listed in block 11 of the form.

Applicants must ensure that the information for the authorizing official and alternate contact is filled out correctly. The authorizing official is the individual authorized to accept grant funds on behalf of the jurisdiction or non-governmental private entity applying. If the individual applying online is not the authorizing official, that individual must list the authorizing official's name and contact information where appropriate.

Summary Data Sheet

The Summary Section should include the following:

- The institution and type of institution (e.g., private, public, tribal, and/or community college, men's or women's college, Historically Black College) applying for funding;
- The nonprofit, nongovernmental victim service program collaborating on this project;
- The criminal justice or civil legal agencies or organizations partnering on this project;
- Whether this is a new or continuation application;
- Whether this project is a single or consortium project;
- Whether the applicant is a rural, urban or suburban institution;
- The regional area(s) (city, town, county, or unincorporated area) where this project will be implemented;
- The population and square mileage of the region where the campus community is located; and
- The Campus Program Statutory Purpose Areas addressed by this proposal.

Abstract/Proposal Summary:

- The proposal abstract, when read separately from the rest of the application, is meant to serve as a succinct and accurate description of the proposed project and must describe concisely current project goals and objectives. Summaries of past accomplishments should be avoided in the abstract.

Status of the Current Project:

Applicants for continuation funding only. This section will be used for internal review only. The application may receive a deduction in points based on the criteria listed below. This section should be provided on a separate page. State what has been accomplished with previous funding under the Campus Program, including the following:

- A description of the goals and objectives from the prior grant period and a brief discussion of the status of the existing project;
- The status of any project products;
- Any unanticipated obstacles to project implementation.

This section should be as clear and succinct as possible.

Current projects will be rated by OVW using the following criteria:

- Whether progress reports submitted by the applicant, in conjunction with monitoring conducted by OVW, demonstrate the effectiveness of the current

project, indicating progress toward meeting project goals and objectives, and demonstrate that the current project has progressed in a timely manner as outlined in the original proposal;

- Whether the grantee has demonstrated that past activities supported with Campus Program funds have been limited to program Purpose Areas;
- Whether the grantee has complied with all special conditions of its existing grant award from the Department of Justice;
- Whether the grantee has adhered to programmatic and financial reporting requirements;
- Whether the grantee has completed the project goals, objectives, and products according to the approved time line;
- Whether the grantee has demonstrated a commitment to sustaining the project after federal funds are no longer available;
- Whether the grantee appropriately utilized and actively participated in OVW-sponsored workshops and other technical assistance events as required by a special condition of the current award;
- Whether the grantee has received financial clearances on all current grants from DOJ;
- Whether the grantee has complied with the Office of Management and Budget audit requirement.

Project Narrative:

The narrative should include the following (totaling 65 points):

Need for the Project: 10 points

This section should briefly: describe the problem to be addressed and how funding would alleviate it; identify the target population and state how the target population would benefit from the proposed project (*please use current demographic information in order to be as specific and detailed as possible when describing the population to be served*); and describe the communities in which the project would be implemented, including location, population, and demographic information.

What Will be Done: 40 points

This section should detail the project goals and objectives, describing the specific tasks and activities necessary for accomplishing each, and including a time frame that identifies when activities will be accomplished. Continuation grants must be based on the original project goals, objectives, and activities. The applicant should describe how additional funding will continue and/or enhance the existing project. All applicants must address how they will meet the 4 minimum requirements of the program: creating a coordinated community response team, establishing a mandatory prevention and education program for all incoming students, training campus police or public safety officers, and training members of campus disciplinary or judicial boards.

In addition to the criteria above, this section will also be rated on the following:

- The extent to which all project activities fall within the statutory scope of the program;
- The extent to which proposed activities would address the need described;
- The extent to which project activities seem feasible and likely to succeed;
- The extent to which the proposal does not include activities that compromise victim safety; and
- The extent to which project activities are clearly described and reflect sound and innovative strategies to improve victim safety.

Who Will Implement: 10 points

All applicants must identify the agency/ies or office/s responsible for carrying out the project. This section should clearly identify all of the project partners, specifying their respective roles and responsibilities, and the collaborative relationship to be developed/enhanced. A description of the expertise or experience of key staff should also be included.

All consortium applicants must also identify the campus offices or agencies or consortium of offices or agencies responsible for implementing the project. Applications submitted on behalf of a consortium of offices within a single institution of higher education or joint applications by two or more eligible institutions of higher education must describe fully the relationship among the various entities represented in the application.

In a consortium, one institution must be designated to receive and administer grant funds and to manage and coordinate all grant activities.

In addition, all applicants **are required** to enter into formal collaborations with nonprofit, nongovernmental organizations serving victims of domestic violence and one or more criminal justice or civil legal agencies.

Community-based domestic violence and/or sexual assault victim services organizations must be involved in the **development and implementation** of the project.

Applicants must demonstrate that they have consulted and coordinated in a meaningful way with nonprofit, nongovernmental domestic violence and/or sexual assault victim services organizations.

Victim services organizations should meet **all** of the following criteria:

- Provide services to victims of dating violence, domestic violence, sexual assault, and stalking as one of their primary purposes;
- Address a demonstrated need in their communities by providing services that promote the integrity and self sufficiency of victims, improve their access to resources, and create options for victims seeking safety from perpetrator violence; and
- Do not engage in activities that compromise victim safety.

Sustainability Plan: 5 points

Because this is a competitive, discretionary program, there is no guarantee of continuation funding. Applicants are required to include a plan describing their commitment and capacity to continue the project if Federal funding through the Campus Program were no longer available.

The plan will be evaluated on whether it proposes feasible strategies to preserve project activities long-term. **Continuation or supplemental funding is not guaranteed and applicants are encouraged to seek additional means of support to sustain their current projects.**

Budget Detail Worksheet and Narrative: 15 Points

Each application must include a detailed budget and budget narrative for the project. The budget must be complete, reasonable, and cost-effective in relation to the proposed project. The budget should provide the basis for the computation of all project-related costs. It should cover the cost of all components of the project. There must be a clear link between the proposed activities and the proposed budget items. The budget should include only those activities, products, and resources that are necessary for project implementation and discussed in the project narrative.

In developing the budget, applicants should fairly compensate all project partners for their participation in any project-related activities, including but not limited to compensation for time and travel expenses to attend or provide project development, training, and implementation. The budget **must** include compensation for all services rendered by project partners, including nonprofit, nongovernmental domestic violence and/or sexual assault victim services programs and state and tribal domestic violence and/or sexual assault coalitions.

Budget Caps

It is likely that awards will be limited to \$200,000 for individual new projects, or \$400,000 for new consortia projects. Continuation budgets should not greatly exceed prior budget amounts. It is likely that continuation awards will be limited to \$300,000 or \$400,000 for consortium projects.

OVW has the discretion to make grants for greater or lesser amounts than requested and to negotiate the scope of work and budget with applicants prior to award of a grant.

Budget requirements

The following is a short list of budget guidelines:

- Consultant rates in excess of \$450 per day require prior approval from the Director of the Office on Violence Against Women.
- Applicants are also strongly discouraged from requesting capital improvements in lieu of a coordinated community response; self-defense classes for women as a primary prevention strategy; vehicles; refreshments for events; graduate student

- tuition remission; funds to attend national training conferences and events; or personal safety devices.
- A contribution of non-Federal dollars (“match”) is not required for this program, but applicants are encouraged to maximize the impact of federal dollars by contributing to the costs of their projects. Supplemental contributions may be cash, in-kind services, or a combination of both. Any non-federal contributions can be discussed in the project narrative; however, these supplemental contributions should **not** be included in the budget or budget narrative.
- All applicants **are required** to allocate funds (\$24,000 for individual projects and \$42,000 for consortium projects), to support travel costs associated with technical assistance and capacity-building activities sponsored by OVW-designated technical assistance providers. Applications selected for funding which do not include the entire recommended amount will not receive additional funds for this purpose, but will be required to adjust their budgets to cover these costs prior to final approval of the proposal. This required amount must be included in the “travel” category. Please provide an estimated breakdown for this amount (include the number of trips, number of travelers, airfare or mileage, lodging, per diem, etc.). These funds are to be used **only** for OVW-designated technical assistance unless otherwise approved by OVW. Travel funds should be used to support travel by all partners, including nonprofit, nongovernmental victim services providers.
- Applicants are also encouraged to include funds in their budgets to attend Financial Management Training Seminars sponsored by OJP’s Office of the Comptroller. These seminars instruct participants in the financial administration of OJP and OVW formula and discretionary grant programs. A schedule listing the financial training seminars is available at www.ojp.usdoj.gov/oc/fmts.htm.

A Sample Budget Detail Worksheet is included in Appendix A of this solicitation. The budget and budget narrative should be submitted online as one attachment under “Budget Narrative.” When preparing these items, please use the Budget Detail Worksheet as a guide and be sure to include all necessary budget categories. The budget should clearly describe the proposed amounts and uses of grant funds for the duration of the grant period and how the amounts of the specific budget items were determined.

Memoranda of Understanding: 20 points total

Each application **must include an External Memorandum of Understanding (EMOU) AND an Internal Memorandum of Understanding (IMOU)**. The MOUs must be current (i.e., signed and dated during the development of the proposal). The signed EMOU and IMOU must be faxed to (202) 354-4147, or if they are available electronically as scanned documents, submitted on GMS as “Other Program Attachments.” The application number must be written on the fax cover and each page of the document. A sample form is included in this solicitation in Appendix D.

External Memorandum of Understanding

10 Points

The EMOU must be created and signed by the Institution of Higher Education as well as the chief executive officers and/or directors of: at least one local nonprofit, nongovernmental victim services organization **and** one or more of the following criminal justice or civil legal agencies: law enforcement, prosecution, civil legal assistance providers, systems-based victim services units, or judiciary and court personnel, faith-based organizations, and other community agencies or organizations that will collaborate to implement the project. The EMOU must:

- Identify the partners and provide a brief history of the collaborative relationship among those partners, including when and under what circumstances the relationship began and when each partner entered into the relationship;
- Specify the extent of each party's participation in developing the application;
- Clearly state the roles and responsibilities each organization or agency would assume to ensure the success of the proposed project;
- Identify the representatives of the planning and development team who will be responsible for developing and implementing project activities and describe how they will work together and with project staff;
- Demonstrate a commitment on the part of all project partners to work together to achieve stated project goals;
- Indicate approval of the proposed project budget by all signing parties; and
- Describe the resources each partner would contribute to the project, either through time, in-kind contributions, or grant funds (e.g., office space, project staff, training).

Letters of support may **not** be submitted in lieu of the EMOU.

Internal Memorandum of Understanding Among Entities within an Institution of Higher Education

10 Points

Each application must include, as an attachment, an internal memorandum of understanding (IMOU) among participating partners within the institution(s). This memorandum must:

- Identify the partners and provide a brief history, if appropriate, of any past or current collaborative relationship among partners, including when and under what circumstances the relationship began and when each partner entered into the relationship;
- Specify the extent of each party's participation in developing the application;
- Clearly state the roles and responsibilities each partner would assume to ensure the success of the proposed project;
- Indicate approval of the proposed project budget by all signing parties; and
- Describe the resources each partner would contribute to the project, either through time, in-kind contributions, or grant funds (for example, office space, project staff, training).

Letters of support may **not** be submitted in lieu of the IMOU. Applicants should submit the IMOU as one document with signatures from appropriate representatives of each campus-based partner entity (e.g., Director of Athletics, Director of the Women's Center, Chief of Campus Public Safety, Dean of Students). If the applicant is proposing a consortia project, all institutions must sign the IMOU. The absence of an IMOU that fully addresses all of the points described above will be deemed a deficiency of the overall proposal.

Standard Assurances and Certifications Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirements (Form 4061/6)

Review the assurances and certification forms. Agreement to these assurances and certifications will be assumed upon receipt of an application received through GMS.

NOTE: If the authorizing official is not the individual submitting the application via GMS, be sure the correct authorizing official information has been entered.

Anti-Lobbying Act

In 2002, the Anti-Lobbying Act, 18 U.S.C. § 1913, was amended to expand significantly the restriction on use of appropriated funding for lobbying. This expansion also makes the anti-lobbying restrictions enforceable via large civil penalties, with civil fines between \$10,000 and \$100,000 per each individual occurrence of lobbying activity. These restrictions are in addition to the anti-lobbying and lobbying disclosure restrictions imposed by 31 U.S.C. § 1352. The Office of Management and Budget (OMB) is currently in the process of amending the OMB cost circulars and the common rule (codified at 28 C.F.R. part 69 for DOJ grantees) to reflect these modifications. However, in the interest of full disclosure, all applicants must understand that no federally-appropriated funding made available under this grant program may be used, either directly or indirectly, to support the enactment, repeal, modification or adoption of any law, regulation, or policy, at any level of government, without the express approval of OVW. Any violation of this prohibition is subject to a minimum \$10,000 fine for each occurrence. This prohibition applies to all activity, even if currently allowed within the parameters of the existing OMB circulars.

Certification of Nonsupplanting

Applicants must submit a letter to OVW's Director, Diane M. Stuart, certifying that Federal funds will not be used to supplant State or local funds should a grant award be made. This letter must be faxed to (202) 354-4147 or electronically scanned and submitted as an attachment via GMS. Please refer to Appendix E for a sample letter.

Indirect Cost Rate Agreement

If your organization is requesting indirect costs for this project, please include a copy of your current, signed indirect cost rate agreement.

Certification of Eligibility Requirements

All applicants are required to certify that they are in compliance with the following (see Appendix B):

- The Higher Education Act of 1965, as amended, requires in part that all eligible institutions of higher education collect certain types of information about campus crime statistics and security policies for their respective campuses 20 U.S.C. §1092 (f). The information must be compiled in an annual security report and disseminated to all current students and employees, and, upon request, to any applicant for enrollment or employment. The annual security report must contain information regarding campus security policies and campus crime statistics. 20 U.S.C. §1092(f) should be consulted for complete information about these reporting requirements.
- 20 U.S.C. §1232g(b)(6), provides, in part, that institutions of higher education may disclose the final results of any disciplinary proceeding conducted by the institution against an alleged perpetrator of any violent crime or a nonforcible sex offense if the institution determines as a result of the disciplinary proceeding that the student committed a violation of the institution's rules or policies with respect to the offense. This disclosure may include the name of any other student, such as a victim or witness, only with the written consent of that other student.

In the case of a consortia project, all institutions must sign this letter to certify compliance. Please note that while certification is required under this grant program, institutions of higher education that receive federal funds are already required to comply with these provisions.

This letter of certification must be signed by the authorizing official of the institution of higher education. The signed letter must be faxed to (202) 354-4147, or, if it is available electronically as a scanned document, submitted on GMS as "Other Program Attachment." Be sure to reference the application number.

Additional Program Requirements

Technical Assistance

Grant recipients are required to work collaboratively with staff from OVW; the primary Campus Program Technical Assistance provider; and other OVW-designated technical assistance contractors. Participation in technical assistance events will often involve out-of-state travel, and therefore applicants are required to include funds in the project budget to support travel costs associated with these activities.

Performance Measurement

There are three statutory requirements that require OVW grantees to collect and maintain data that measures the effectiveness of the funded projects. First, the Government Performance and Results Act of 1993 (GPRA) requires agencies to report on the results of government programs and activities. Second, the Violence Against Women Act of 2000 mandates that all OVW grant recipients report on the effectiveness of their programs. Third, the Higher Education Amendments of 1998 also require the Attorney General to report annually to Congress on the effectiveness of activities carried out with Campus Program grant funds. To address these statutory requirements, OVW has developed a Campus Program semi-annual Progress Report that requests specific data on grantee activities.

Information that grantees must collect for this progress report includes:

- The number of individuals served;
- The number of individuals seeking services who could not be served including reasons why such victims could not be served, (e.g., lack of resources, lack of staff expertise, etc.)
- The number of victims reporting crimes on grantee campuses;
- The number of disciplinary actions and/or prosecutions for campus-based crimes of dating violence, domestic violence, sexual assault, and stalking;
- A statistical summary of persons served, detailing the nature of the victimization, and providing data on age, sex, race, ethnicity, language, disability, relationship to offender, geographic distribution, and type of campus.

Other data of particular interest to OVW include, but are not limited to:

- Types of policies or protocols developed, substantially revised, or implemented in areas regarding response to violence against women;
- Rate of expulsion of student perpetrators of dating violence, domestic violence, sexual assault, and stalking;
- Number of incoming students who received training on violence against women issues;
- Number of trainings for campus law enforcement.

Reporting Requirements

Grantees will be required to submit quarterly Financial Status Reports and semi-annual Progress Reports. In addition, grant recipients who expend \$500,000 or more in Federal funds during their fiscal year are required to submit a single organization-wide audit. Additional information on these reporting requirements will be provided to successful applicants in the award package.

OJP Financial Guide

All grantees are required to comply with the regulations and requirements outlined in the OJP Financial Guide. The Financial Guide includes information on allowable costs, methods of payment, audit requirements, accounting systems, and financial records. Copies are available from the Department of Justice Response Center (1-800-421-6770) and also through the OJP web page: <http://www.ojp.usdoj.gov/FinGuide>.

Suspension or Termination of Funding

OVW may suspend funding in whole or in part, terminate funding, or impose another sanction on a recipient who has failed to comply substantially with the following:

- The requirements of VAWA and statutory objectives of the Campus Program;
- Timely submission of quarterly Financial Status Reports;
- Timely submission of semi-annual Progress Reports;
- The regulations and/or guidelines issued for the Campus Program and any other regulations applicable to OVW grantees; or
- The application submitted in accordance with the provisions of VAWA or any other applicable federal Act.

OVW will provide reasonable notice of its intent to impose sanctions and will attempt informally to resolve the problem. Hearing and appeal procedures will follow those in the Department of Justice regulations at 28 CFR Part 18. References to the Office of Justice Programs and its components are deemed to refer to the Office on Violence Against Women. The responsible agency official, as defined by 28 CFR § 18.3(h), is the Director, Office on Violence Against Women.

Single Point of Contact Review

Executive Order 12372 requires applicants from State and local units of government or other organizations providing services within a State to submit a copy of the application to the State Single Point of Contact (SPOC) if one exists, and if this program has been selected for review by the State. Applicants must contact the State SPOC to determine if the program has been selected for State review. The date that the application was sent to the SPOC or the reason such submission is not required should be indicated on the Form SF-424. The list of SPOCs can be found at:

<http://www.whitehouse.gov/omb/grants/spoc.html>.

Faith-Based Organizations

Consistent with President Bush's Executive Order 13279, December 12, 2002, and 28 CFR Part 38 and 90.3, it is OVW policy that faith-based and community organizations, that statutorily qualify as eligible applicants under OVW programs, are invited and encouraged to apply for assistance awards. Faith-based and community organizations will be considered for awards on the same basis as other eligible applicants and, if they receive assistance awards, will be treated on an equal basis with non faith-based and community organization grantees in the administration of such awards. No eligible applicant or grantee will be discriminated against on the basis of its religious character or affiliation, religious name, or the religious composition of its board of directors or persons working in the organization.

Civil Rights Compliance

All recipients of Federal grant funds are required to comply with nondiscrimination requirements contained in various Federal laws. In the event that a court or

administrative agency makes a finding of discrimination on grounds of race, color, religion, national origin, gender, disability, or age against a recipient of funds after a due process hearing, the recipient must agree to forward a copy of the finding to the Office for Civil Rights of OJP. All applicants should consult the Assurances required with the application funds to understand the applicable legal and administrative requirements.

Services to Limited-English-Proficient (LEP) Persons:

National origin discrimination includes discrimination on the basis of limited English proficiency (LEP). To ensure compliance with Title VI and the Safe Streets Act, recipients are required to take reasonable steps to ensure that LEP persons have meaningful access to their programs. Meaningful access may entail providing language assistance services, including interpretation and translation services, where necessary.

Grantees are encouraged to consider the need for language services for LEP persons served or encountered both in developing their proposals and budgets and in conducting their programs and activities. Reasonable costs associated with providing meaningful access for LEP individuals are considered allowable program costs.

The U.S. Department of Justice has issued guidance for grantees to assist them in complying with Title VI requirements. The guidance document can be accessed on the Internet at www.lep.gov or by contacting the Office of Justice Program's Office for Civil Rights at (202) 307-0690, or by writing to the following address:

Office for Civil Rights
Office of Justice Programs
U.S. Department of Justice
810 7th Street, N.W., 8th Floor
Washington, DC 20531

How To Apply

Applicants must submit a fully executed application to OVW through **the Grant Management System (GMS)**, including all required supporting documentation. **Faxed applications will not be accepted. However, certain supporting documentation may be submitted to GMS via fax as described below.** Applications submitted via GMS must be in the following word processing formats: Microsoft Word (.doc), PDF files, (.pdf), or Text Documents (.txt). (Please refer to Appendix C the Step-by-Step Guide to OJP's Grants Management System.)

The following documents must be submitted via GMS:

- the SF-424;
- Certifications and Assurances;
- the project abstract and project narrative; and
- the budget, budget summary and budget narrative.

Supporting documentation can be submitted either via fax to (202) 354-4147, or electronically through GMS, and can include:

- Certification of nonsupplanting;

- the EMOU;
- the IMOU;
- current indirect cost rate agreement, if applicable;
- the certification of compliance with the eligibility requirements.

Note: The Catalog of Federal Domestic Assistance number for the Campus Program is 16.525.

The application number must be included on the cover page of all faxes. Detailed instructions on how to use the GMS system to submit your application online are available at OVW's web page, www.ojp.usdoj.gov/vawo. Also, a toll-free telephone number has been established for you to receive technical assistance as you work through the online application process, 1-888-549-9901.

Additionally, to help expedite the peer review process, **applicants must send via overnight delivery a hard-copy original of the application, postmarked by March 24, 2005 to:**

**OVW -Campus Program
c/o Aspen Systems Corporation
Mail Stop 2K
2277 Research Boulevard
Rockville, MD 20850
(202) 519- 5047**

Application Due Date

Applications must be electronically received by the close of business (5:30 p.m. EST) on **March 24, 2005**. The application attachments (e.g., MOU, Letter of Non-Supplanting, etc.) that may be faxed to (202) 354-4147 or submitted through GMS as attachments must also be received by 5:30 p.m. EST on **March 24, 2005**. The hard copy original must be sent to OVW via overnight delivery not later than **March 24, 2005**. Applicants should retain proof of timely submission.

We recommend that you register through GMS at least two weeks before the application due date, or no later than **March 10, 2005**. All applicants must receive confirmation of eligibility that they are eligible to submit an application through GMS prior to completing the application submission process.

For additional information, please contact the Office on Violence Against Women at (202) 307-6026.

APPENDIX A

Sample Budget Detail Worksheet

SAMPLE

Budget Detail Worksheet

Purpose: The Budget Detail Worksheet may be used as a guide to assist you in the preparation of the budget and budget narrative. You may submit the budget and budget narrative using this form or in the format of your choice (plain sheets, your own form, or a variation of this form). However, all required information (including the budget narrative) must be provided. Any category of expense not applicable to your budget may be deleted.

(Example assumes an 24 month budget period)

A. Personnel - List each position by title and name of employee, if available. Show the annual salary rate and the percentage of time to be devoted to the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization.

<u>Name/Position</u>	<u>Computation</u>	<u>Cost</u>
Investigator	$(\$40,000 \times 100\% \times 2)$	\$80,000
2 advocates	$(\$40,000 \times 100\% \times 2 \times 2)$	\$160,000
Administrative Assistant	$(\$30,000 \times 50\% \times 1)$	<u>\$15,000</u>
		\$255,000

The investigator and the advocates will be assigned exclusively to the campus violence against women unit at the University of USA Department of Public Safety Office. The half-time secretary will prepare reports and provide other support to the unit; this position is funded for one year only.

TOTAL \$255,000

B. Fringe Benefits - Fringe benefits should be based on actual known costs or an established formula. Fringe benefits are for the personnel listed in budget category (A) and only for the percentage of time devoted to the project. Fringe benefits on overtime hours are limited to FICA, Workman's Compensation, and Unemployment Compensation.

<u>Name/Position</u>	<u>Computation</u>	<u>Cost</u>
Employer's FICA	\$255,000 x 7.65%	\$19,508
Retirement	\$255,000 x 6%	\$15,300
Health Insurance	\$255,000 x 12%	\$30,600
Workman's Compensation	\$255,000 x 1%	\$2,550
Unemployment Compensation	\$255,000 x 1%	\$2,550
TOTAL		<u>\$70,508</u>

C. Travel - Itemize travel expenses of project personnel by purpose (e.g., staff to training, field interviews, advisory group meeting, etc.). Show the basis of computation (e.g., four people to 3-day training at \$X airfare, \$X lodging, \$X subsistence). In training projects, travel and meals for trainees should be listed separately. Show the number of trainees and unit costs involved, identify the location of travel, if known. Indicate source of Travel Policies applied, Applicant or Federal Travel Regulations.

<u>Purpose of Travel</u>	<u>Location</u>	<u>Item</u>	<u>Computation</u>	<u>Cost</u>
OVW-TA	Unknown	Airfare	(\$500 x 4 people x 6 trips)	\$12,000
		Hotel	(\$100/night x 3 nights x 4 people x 6 trips)	\$7,200
		Meals	(\$37.50/day x 4 days x 4 people x 6 trips)	\$3,600
		Ground Transportation	(\$50 per trip x 4 people x 6 trips)	\$1,200
		TOTAL		

D. Equipment -List non-expendable items that are to be purchased (Note: Organization's own capitalization policy for classification of equipment should be used). Expendable items should be included in the "Supplies" category. Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially high cost items and those subject to rapid technical advances. Rented or leased equipment costs should be listed in the "Contractual" category. Explain how the equipment is necessary for the success of the project. Attach a narrative describing the procurement method to be used.

<u>Item</u>	<u>Computation</u>	<u>Cost</u>
3 – Desk Top Computer	(\$2,000 x 3)	\$6,000
Video Camera		\$1,000

The computers will be used by the investigator and the advocates to analyze case and intelligence information. The camera will be used for investigative and crime scene work.

TOTAL \$7,000

E. Supplies - List items by type (office supplies, postage, training materials, copying paper, and expendable items such as books, hand held tape recorders) and show the basis for computation. Generally, supplies include any materials that are expendable or consumed during the course of the project.

<u>Supply Items</u>	<u>Computation</u>	<u>Cost</u>
Office Supplies	(\$50/mo x 24 mo)	\$1,200
Postage	(\$20/mo x 24 mo)	\$480
Training Materials	(\$2/set x 500 sets)	\$1,000

Office supplies and postage are needed for general operation of the program. Training materials will be developed and used by the advocates to train department of public safety officers how to respond to violence against women crimes.

TOTAL \$2,680

F. Construction - As a rule, construction costs are not allowable. In some cases, minor repairs or renovations may be allowable, Consult with the program office before budgeting funds in this category.

<u>Purpose</u>	<u>Description of Work</u>	<u>Cost</u>
	TOTAL	<u>\$0</u>

G. Consultants/Contracts - Indicate whether applicant's formal, written Procurement Policy or the Federal Acquisition Regulations are followed.

Consultant Fees: For each consultant enter the name, if known, service to be provided, hourly or daily fee (8-hour day), and estimated time on the project. Consultant fees in excess of \$450 per day require additional justification and prior approval from OJP.

<u>Name of Consultant</u>	<u>Service Provided</u>	<u>Computation</u>	<u>Cost</u>
Jane Doe	Domestic Violence Trainer	(\$150/day x 30 days)	\$4,500

Jane Doe, Domestic Violence Trainer, will be hired, as needed, to assist with the education of the department of public safety officers, advocates, disciplinary board members and resident advisors. Jane Doe will also advise on the development of the training sessions for all incoming students.

Subtotal \$4,500

Consultant Expenses: List all expenses to be paid from the grant to the individual consultant in addition to their fees (i.e., travel, meals, lodging etc.)

<u>Item</u>	<u>Location</u>	<u>Computation</u>	<u>Cost</u>
Airfare	San Diego	\$400 x 6 trips	\$2,400
Hotel and Meals		(\$100/day x 30 days)	\$3,000

Jane Doe is expected to make up to 6 trips to provide training and technical assistance to the project.

Subtotal \$5,400

Contracts: Provide a description of the product or services to be procured by contract and an estimate of the cost, Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole source contracts in excess of \$100,000.

<u>Item</u>	<u>Cost</u>
Not applicable	
Subtotal	<u>\$0</u>
TOTAL	<u>\$9,900</u>

H. Other Costs - List items (e.g., rent, reproduction, telephone, janitorial or security services, and investigative or confidential funds) by major type and the basis of the computation. For example, provide the square footage and the cost per square foot for rent, and provide a monthly rental cost and how many months to rent.

<u>Description</u>	<u>Computation</u>	<u>Cost</u>
Telephone	(\$100/mo. x 24)	\$2,400
Printing/Reproduction	(\$75/mo. x 24)	\$1,800
Renovation	Add walls	\$2000

The renovations are needed to create a space within the existing program office to allow advocates to meet confidentially with victims.

TOTAL \$6,200

I. Indirect Costs - Indirect costs are allowed only if the applicant has a Federally approved indirect cost rate. A copy of the rate approval, (a fully executed, negotiated agreement), must be attached. If the applicant does not have an approved rate, one can be requested by contacting the applicant's cognizant Federal agency, which will review all documentation and approve a rate for the applicant organization, or if the applicant's accounting system permits, costs may be allocated in the direct costs categories.

<u>Description</u>	<u>Computation</u>	<u>Cost</u>
No indirect cost is requested.		
TOTAL		<u>-0-</u>

Budget Summary - When you have completed the budget worksheet, transfer the totals for each category to the spaces below. Compute the total direct costs and the total project costs. Indicate the amount of Federal requested and the amount of non-Federal funds that will support the project.

<u>Budget Category</u>	<u>Amount</u>
A. Personnel	<u>\$ 255,000</u>
B. Fringe Benefits	<u>\$ 70,508</u>
C. Travel	<u>\$ 24,000</u>
D. Equipment	<u>\$ 7,000</u>
E. Supplies	<u>\$ 2,680</u>
F. Construction	<u>\$ 0</u>
G. Consultants/Contracts	<u>\$ 9,900</u>
H. Other	<u>\$ 6,200</u>
Total Direct Costs	<u>\$ 375,288</u>
I. Indirect Costs	<u>\$ 0</u>
TOTAL PROJECT COSTS	<u>\$ 375,288</u>
Federal Request	<u>\$ 375,288</u>
Non-Federal Amount	<u>\$ NA</u>

APPENDIX B

Certification of Compliance with the Eligibility Requirements of the Grants to Reduce Violent Crimes Against Women on Campus Program

Sample Letter

(Fax signed letter to 202-354-4147)

SAMPLE

[Applicant Letterhead]

[date]

Diane M. Stuart,
Director
Office on Violence Against Women
810 7th Street, NW
Washington, DC 20531

Re: Application #2004-XXXXXX-XX-XX

Dear Ms. Stuart:

As the authorizing official of [enter name of INSTITUTION OF HIGHER EDUCATION], I submit this letter to certify to the following:

1. [NAME OF INSTITUTION OF HIGHER EDUCATION] is in compliance with the requirements of section 485 (f) of the Higher Education Act of 1965. Sec. 485 (f) of the Higher Education Act of 1965, codified at 20 U.S.C. 1092(f), as amended requires in part that all institutions of higher education collect crime statistics and security policies for their respective campuses. The information must be compiled in an annual security report and disseminated to all current students and employees, and, upon request, to any applicant for enrollment or employment. The annual security report must contain information regarding campus security policies and campus crime statistics.
2. [NAME OF INSTITUTION OF HIGHER EDUCATION] is in compliance with the requirements of 20 U.S.C. 1232g(b)(6), as amended. This section provides in part that institutions of higher education may disclose the final results of any disciplinary proceeding conducted by the institution against an alleged perpetrator of any violent crime or a nonforcible sex offense if the institution determines as a result of the disciplinary proceeding that the student committed a violation of the institution's rules or policies with respect to the crime or offense. This disclosure may include the name of any other student, such as a victim or witness, only with the written consent of that other student.

Sincerely,

[Authorizing Official]

APPENDIX C

Step-by-Step Guide to Using GMS

Step-by-Step Guide to OJP's Grants Management System

The Catalog of Federal Domestic Assistance (CFDA) number for this solicitation is 16.525 titled "Grants to Reduce Violent Crimes Against Women Program."

OVW requires that funding applications be submitted through the OJP Grants Management System (GMS). To access the system, go to **<https://grants.ojp.usdoj.gov>**. Attachments submitted via GMS must be in one of the following formats: Microsoft Word document (.doc), PDF file (.pdf), or text documents (.txt).

Applicants should use all criteria and guidelines found in this program solicitation to help them prepare their grant application. Applications must be submitted to OVW electronically through GMS no later than 5:30 p.m. ET on March 24, 2005. However, to allow adequate time to register on the online system, applicants must register for this solicitation (see Step 2 below) by March 10, 2005.

Applicants who experience difficulties at any point in this process should call the GMS Help Desk at 1-888-549-9901 option # 3.

Step 1: Signing On

Applicants who already have a GMS user ID and password should select "GMS Sign-In." Even applicants who already have a user ID will not be considered registered for the solicitation until they have signed on to GMS and selected the appropriate solicitation. To do so, proceed to step 2.

Applicants who do not have a GMS user ID and have verified that their organization has never submitted an application in the GMS should select "New User? Register Here." To verify whether or not a user ID has been assigned to your organization, please call the GMS helpdesk (1-888-549-9901 option # 3). After providing all the required information, click "Create Account" at the bottom of the page. Keep in mind that punctuation can not be used when providing the required information (only characters). Applicants should be sure to note their user ID and password, which are both case sensitive.

Beginning October 1, 2003, a Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number must be included in every application for a new award or renewal of an award. An application will not be considered complete until a valid DUNS number is provided by the applicant. Applicants can receive a DUNS number or take the steps necessary to obtain one as soon as possible. Applicants can receive a DUNS number at no cost by calling the dedicated toll-free DUNS number request line at 1-800-333-0505.

Step 2: Registering on GMS/Selecting the Program

After you have logged onto the system using your user ID and password, click on “Funding Opportunities.”

Select the “Office on Violence Against Women” from the drop-down list and click “Search.” This will narrow the list of solicitations within the Office of Justice Programs to those in OVW.

From the list of OVW grants, find “Grants to Reduce Violent Crimes Against Women Program” and click “Apply Online.”

Confirm that your organization is eligible to apply for this program by reading the text on the screen. If eligible, proceed by clicking “Continue.”

Step 3: Completing the Overview Information

Once you have selected the solicitation, you have completed your registration. You can either complete the application or log off and continue this process at a later time. To verify that you have registered, click the “GMS home” button located on the left side towards the bottom of the page. This will take you to your homepage. You should now see a grey and yellow shaded box with an application number in it. The application number is verification of your registration.

To continue, select the type of application by choosing “Application Non-Construction” in the “Type of Submission” section.

Select “New” in the drop-down box for “Type of Application.”

If your state has a review and comment process under Executive Order 12372 (available online at <http://policy.fws.gov/library/rgeo12372.pdf>), then select either “Yes” and the date you made this application available under that review or “N/A” because this program has not been selected by your state for such a review. If your state does not have such a process, then select “No. Program Not Covered by E.O. 12372.”

Click “Save and Continue.”

Step 4: Completing the Applicant Information

Answer “Yes” or “No” to the question about whether or not your organization is delinquent on any federal debt.

The information you submitted during the registration process will appear on this page. Check this information for accuracy and relevance to your organization and make any needed changes.

Click “Save and Continue.”

Step 5: Completing the Project Information

Provide a title that is descriptive of your project.

List the geographic areas to be affected by the project.

Enter start and end dates for the project that fall within the parameters described in the solicitation guidelines (e.g., 24 months).

Select all of the congressional districts that are affected by this application. To select multiple districts, hold down the CTRL key while making your selections.

Enter the amount of the grant for which your organization is applying on the federal line under the “Estimated Funding” section. When inputting this number, **do not** use commas. The system will not accept the information if commas are used.

Click “Save and Continue.”

Step 6: Uploading Attachments

You will be asked to upload three attachments to the online application system. Please note that files attached to applications submitted online in GMS must be in the following formats: Microsoft Word (.doc), PDF files (.pdf), or text documents (.txt). (See Application Content for detailed instructions about the information to include in each attachment.)

- Budget Detail Worksheet (Attachment #1).
- Program Narrative (Attachment #2).
- Other Program Attachments (Attachment #3).

To upload these documents, click “Attach.” A new window will open. To continue, click “Browse” and find the file on your computer or the network drive from which you wish to upload, then click on “Upload Your Document.” A window that says “File Upload Successful” should pop up. Next to the upload list, the notation should change to “Attachment OK.” Repeat these steps for all three uploads. Even if your application only has two attachments, you will need to upload a third attachment (e.g. a document saved as “blank attachment”) for GMS to accept your application.

Please note: Depending on the size of the attachment and/or your computer connection, this process can take several hours. The system will shut down promptly at the deadline. Any incomplete application will not be accepted and no exceptions will be granted. Please plan accordingly.

If you encounter any difficulties uploading your file, click on “Tips for Successful Upload.” This document will explain the usual problems with uploading files and will help you through them.

Click “Save and Continue.”

Step 7: Completing the Assurances and Certifications

You will need to accept both the assurances document and the certifications document. To do so, click on the links marked “Assurances” and “Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements.”

Read both documents. At the bottom of each one, click the “Accept” button.

When you have accepted both documents, enter the correct personal information for the person submitting the application.

Click the box next to the text at the bottom of the page to certify that the person submitting the application is authorized to accept these assurance and certifications.

Click “Save and Continue.”

Step 8: Reviewing the SF-424

By answering the questions contained in GMS, you have completed the Standard Form 424 and forms required to apply for grant funding. Take a moment to review the SF-424 to ensure that it is accurate.

If you need to make changes to any portion of the application, simply click that section along the left side of the screen and be sure to click “Save and Continue” after making any changes.

When you are sure that the information is accurate, click “Continue.”

Step 9: Submitting the Application

A list of application components will appear on the screen. It should say “Complete” before each component. If it says “Incomplete” then click on the word and it will take you back to the section that needs to be completed. At the top of that screen, it will explain what is missing.

In addition, read below the list of components for any language telling you that your user ID has not been approved. Even if you have a complete application, you will be unable

to submit it until OVW has approved your user ID. OVW will approve your user ID within 5 business days after you begin your application.

Documents that cannot be submitted electronically through GMS (e.g. MOU, and letter of non-supplanting) must be faxed to (202) 354 - 4147. You must include your GMS application number and the Program title of the OVW program to which you are applying on all materials submitted by fax.

Note: If the applicant notifies OVW in advance of the deadline of its inability to submit an application electronically and demonstrates that it has made reasonable efforts to comply with the requirement to submit its application electronically, OVW may, at its discretion, allow submission of the application in a paper version via overnight express only. (General mail delivery is still delayed by heightened security screenings in the D.C. area.) The applicant must continue its efforts to submit an application electronically. An application approved for submission in hard copy/paper version will be accepted only if it is postmarked no later than the date of the application deadline and is sent to the address listed in the "How to Apply" section.

APPENDIX D

Sample Memorandum of Understanding

(Fax signed form to 202-354-4147)

SAMPLE

(Note that both the IMOU and EMOU will follow similar formats. Please see the section on Memoranda of Understanding for details on content and signatories.)

Memorandum of Understanding *

Anywhere Campus Violence Prevention Project and Victim Service Provider and Criminal Justice Agencies

Anywhere Campus Violence Prevention Project (CVPP) will direct an initiative to:

- 1) Expand victim services, with a focus on improving service delivery for underserved communities on campus.
- 2) Conduct trainings on violence against women issues for law enforcement, faculty, students and staff.
- 3) Increase outreach to nontraditional students and to international students on campus.
- 4) Improve methods of communication between local and campus law enforcement and victim service providers to ensure a coordinated community response to violence against women on campus.

The below signatories will work in close conjunction with the proposed project and its staff in any manner that will help ensure its effective implementation throughout all relevant areas of campus life and activities. They agree to follow mutually agreed-upon protocols responding to victims of dating violence, sexual assault, domestic violence, and stalking, who are students, staff, or faculty of Anywhere Campus. They commit to working together to ensure the success of the project. Members of this coordinated community response to violence against women are dedicated to an ongoing evaluation of our services and to expanding membership to include representatives from constituency groups that work to provide services to underrepresented communities. Representatives of each group met three times to discuss each entity's goals in the development of this project. All signatories have reviewed and approved the proposed budget.

Local Rape Crisis Center (LRCC) has collaborated with CVPP since 1994 in providing training to the community. They have offered cross-consultation to our program, and have shared pertinent information, statistics, and educational materials. They have also participated in professional training to law enforcement, the community and each other's staff and volunteers. LRCC and CVPP are committed to working together to ensure seamless service delivery to victims who live on- or off-campus. They will continue to make their services available to members of the campus community. They are also committed to working toward identifying barriers that victims from underserved communities face in obtaining assistance, and in establishing coordinated, sensitive assistance to such victims. Through this subcontract, LRCC will work with CVPP to ensure that victims receive comprehensive assistance.

Campus Medical Emergency Department (CMED) has been involved for ten years in providing training to the campus community. They have participated with CVPP as part of a County Sexual Assault Response Team, and have provided evidentiary exams for sexual assault victims who are students, staff, or faculty of the university. They have committed their support to our proposal and will continue to provide joint trainings with CVPP to the campus community on violence against women.

The County Sheriff's Department has worked with CVPP since 1996 in providing training to law enforcement officers regarding sexual assault and relationship violence. The CVPP provides training two times per year to members of the County Sexual Assault Response Team. The Sheriff's Department has agreed to refer sexual assault, dating violence, domestic violence, and stalking victims who are students or staff of the university to CVPP for crisis intervention and advocacy. They will provide consultation with CVPP, and the CVPP will provide the Sheriff's Department with educational materials and professional training on violence against women issues.

The Center for International Students (CIS) is a campus community organization that began collaboration with the CVPP in 1998. The CIS will provide training to CVPP staff to ensure cultural sensitivity and the elimination of barriers to victim service provision through CVPP. The CIS, CVPP and the LRCC will work collaboratively to ensure that international students and staff that live both on- and off-campus are provided comprehensive services. The CIS and the CVPP will also increase outreach to international students on campus about services available to victims of sexual assault, domestic violence, dating violence, and stalking. Elements of outreach include trainings conducted at the center and distribution of informational brochures and flyers regarding services available to victims.

**President,
Anywhere Campus**

**Executive Director,
Local Rape Crisis Center**

**Police Chief,
Campus Police Department**

**Police Chief,
County Sheriff's Department**

**Director,
Area Medical Emergency Department**

**Dean of Undergraduate Students,
Anywhere Campus**

**District Attorney,
Local District Attorney's Office**

**Director,
Campus Women's Center**

**Clergy Coordinator
Interfaith Dioceses**

* Signatories for an IMOU might include:

**President,
Anywhere Campus**

**Executive Director,
Latino Student Association**

**Director,
Anywhere Campus Violence Prevention
Project**

**Dean of Undergraduate Students,
Anywhere Campus**

**Police Chief,
Campus Police Department**

**Director,
Center for International Students**

**Athletic Director,
Athletic Department, Anywhere Campus**

**President,
Anywhere Campus Student Government**

APPENDIX E

Sample Certification of Nonsupplanting

(Fax signed form to 202-354-4147)

SAMPLE

[Applicant Letterhead]

[date]

Office on Violence Against Women
810 7th Street, NW
Washington, DC 20531

[Applicant] certifies that any funds awarded through the Grants to Reduce Violent Crimes Against Women on Campus Program would be used to supplement existing funds for program activities and will not replace (supplant) nonfederal funds that have been appropriated for the purpose of assisting institutions of higher education in their responses to dating violence, domestic violence, sexual assault, and stalking. The **[name of applicant]** understands that supplanting violations can result in a range of penalties, including suspension of future funds under this program, suspension or debarment from federal grants, recoupment of monies provided under this grant, and civil and/or criminal penalties.

Sincerely,

[Applicant's Authorizing Official]

APPENDIX F

Non-Binding Letter of Intent

(Fax signed form to (202) 305-2589)

Letter of Intent

Attn: Campus Program

Fax: (202)305-2589

Dear Office on Violence Against Women:

I intend to apply for funds under the FY 2005 Grants to Reduce Violent Crimes Against Women on Campus Program.

☐

**Individual Campus
Applicant**

☐

**Consortium
Applicant**

Name: _____

Title: _____

Date: _____

Institution of Higher Education: _____

Address: _____

City/State/Zip _____

Phone: _____

Fax: _____

Continuation

☐

New

☐

